

Guidance for Video Conferencing

If you are arranging a meeting where delegates are joining by video conferencing it is important for the success of the meeting to follow some basic planning guidelines.

At least two weeks before the meeting, find out how many people will be joining by video conference. If there is more than one person joining, you may need to set up a bridge and to do this you will need to link into your local IT support. Once you have contacted IT, they need to know the numbers (IP addresses) of everyone joining by video conference and they will then set up the required connections.

30 minutes before the meeting is due to start, you should check that all links are established.

The meeting organiser should make sure that everyone involved in the meeting has access to the same information before the meeting starts and that everyone is aware of the agenda.

You should advise all the people joining that they must turn on the video conference at their locations and ensure that their microphones are switched on. Cameras should be adjusted so that they focus on all the participants and the microphone should be placed in a central location, unless there are individual microphones, so that all of the participants can be heard. This is important both for the main conference room and for the rooms of all the people who are joining.

During the meeting

People joining by video conference should treat the virtual meeting as if they were meeting in person ie be on time, courteous and professional. Everyone must speak clearly and distinctly and the Chair should be forceful in reminding delegates of this requirement. At the start of the meeting, the chair could advise everyone that if he feels that people are not speaking loudly and clearly he will show a Yellow Card. This would avoid disrupting the meeting by interrupting people but would get the message across. The Chair should be in a position to see the video screen clearly, preferably straight in front. Participants should not be seated with their backs to the screen.

You should make sure that all participants are introduced to each other and it is also important to announce if anyone enters or leaves the room in the middle of the conference.

Participants should look straight into the camera or monitor when they are speaking and avoid side conversations or if possible making any extraneous noise e g shuffling papers. It is generally a good idea to press the mute button when you are not speaking since the video conferencing system will not be able to differentiate between background noise and relevant conversation. If you are using a voice activated multi point video conferencing system then your video will switch

automatically among the conference sites depending on who is speaking. Any distracting sounds on your end could make the video switch from the person who is speaking and instead broadcast the source of those sounds.

Often the audio of video conferencing has a slight delay, therefore, be sure to pause briefly after speaking so others can have a chance to respond before moving on to the next question or discussion.

CHECK LIST

Date/time	Action	Responsible
2 weeks before meeting	Establish numbers and connections and speak to IT if there is more than one group dialling in and there is a bridge required	Secretariat
1 day before the meeting	Confirm with IT that they will be on hand to assist	Secretariat
30 minutes before the meeting	Ensure that microphones and cameras are correctly positioned for optimum sound and visibility	Secretariat
During the meeting	Make sure that participants have a mute button, ensure introductions are made, establish system for ensuring that everyone speaks loudly and clearly (this applies mainly to members in main meeting room where acoustics may be poor). Ensure that all participants have an opportunity to ask questions and raise AOB items.	Chair in main meeting room and in each participant group

Following this check list will hopefully mean that the meeting will run smoothly and without frustration. This may all seem obvious but planning ahead can make all the difference to achieving a successful meeting for everyone.

[FastUpFront Small Business Blog » Video Conferencing Etiquette: Practical Guidelines and Tips Comments Feed](#)